



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
02-2012

OPEN TO: All Interested Candidates
POSITION: Electrical Foreman, FSN-08*; FP-06**(Please reference the position title or VA number in your application to be considered)
OPENING DATE: January 24, 2012
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 923619* (Grade 08)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Electrical Foreman in the Facility Maintenance Section.

BASIC FUNCTION OF POSITION

The incumbent is the Embassy's subject matter expert on electrical issues. Reports to the Facilities General Supervisor and Facilities Manager (FM). The incumbent oversees daily operation of the electrical and power generation systems, manages their preventive maintenance programs, and oversees any repairs. Schedules the tasks of subordinate staff and coordinates the availability of supplies, tools and vehicles. Serves as the COTR for the elevator and generator contract. The incumbent ensures 24 hour, seven day per week operation of the Embassy.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: Completion of secondary education and two years of electrical vocational school is required.

2. Prior Work Experience: A total of seven years experience working as an electrician. Five years must have been worked on commercial, institutional, or light industrial systems. Two years as a foreman or team leader of at least eight employees.

3. Language Proficiency: Level III English and French, levels II Arabic are required.

4. Other criteria: Competence in the installation of power, lighting, control, and communication circuits and associated equipment is required. This includes single-phase and three-phase systems. Must understand the value of and implementation of a preventative maintenance program. Understand the repair and replacement of motors, generators, transformers, actuators, and sensing equipment. Have a thorough knowledge of both US and Local Electrical codes, and how to interpret and apply them in real world situations. Complete understanding of electrical theory and how to diagnose a system or component failure. The ability to work from engineering and building plans. Good working knowledge of the repair of domestic appliances

5. Other Skills and Abilities: Experience of working with single and three phase circuits and equipment is required. Have ability to communicate in a timely way all aspects of the job with regard to queries that the management customer base may have. Ability to work as part of a team. Good interpersonal skills. Ability to work under pressure within tight deadlines. Holder of a current driving license. Basic computer skills in Word, email, and internet searches. Must have a sound body with all five senses, be able to stand all day, be able to climb ladders & scaffold, have strength in both hands & arms, and be able to lift 20 kg.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. EFM's that currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as a DS-174.
 - Letter of Interest. You must attach to the letter:
 - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.

- Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.

- All prospective employees must complete an Embassy application form (usually the Application for Employment DS-174, available at the HR Website).
- Can be submitted if selected for an interview.

CLOSING DATE FOR THIS POSITION: Open Until Filled

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH OR THE APPLICATION WILL NOT BE CONSIDERED.

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Electrical Foreman, Vacancy Announcement #02-2012

Point of Contact: Human Resources Office

For quickest reception fax to: 021-60-73-35

Post to: BP 408 16000 Alger Gare

E-mail to: usembassyalgiers_app@state.gov